

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF ARKANSAS

Position Title:	Pro Se Law Clerk, Part-Time
Location:	Little Rock Office - Announcement # 06-J03
Closing Date:	August 11, 2006
Tour of Duty:	20 hours per week
Starting Salary/Range:	JSP Grade 9 to 14 (\$42,955 - \$87,533)* *This is the full-time annual salary. Depending on qualifications and experience - the part-time salary will be prorated. One to Four Years Specialized Experience Required for Higher Graded Position.

Position Overview: The Pro Se Law Clerk will work under the supervision of United States Magistrate Judge John F. Forster, Jr. Responsibilities of this position are to provide legal advice and assistance to the Court in connection with prisoner petitions and complaints filed pursuant to civil rights and habeas corpus laws, including: review of all prisoner complaints, petitions and motions to determine if procedural filing requirements are met; substantive screening of all prisoner complaints, petitions and motions to determine legal issues involved; drafting of appropriate orders and opinions; monitoring of all prisoner cases up to trial, if necessary; and other duties as assigned.

Qualifications: Because the matters on which the Pro Se Law Clerk will be working often include complex constitutional issues, including significant questions of first impression, candidates must have strong academic credentials, excellent research/writing skills, and superior analytical ability. To qualify, a person must be a law school graduate and must have passed the bar examination. Candidates should be proficient in the use of standard office software and automated legal applications.

The selected candidate must successfully complete a background check as a condition of employment. Only the most qualified applicants will be interviewed. This position is subject to mandatory EFT participation for payment of net pay. To apply, submit a resume, including education, experience and references to:

**Clerk of Court
United States District Court, #05-J03
600 West Capitol, Suite 402
Little Rock, AR 72201-3325**

**** The Court is an Equal Opportunity Employer ****